



# Michigan Treasury Online (MTO) Optimization

## Learning Series 8: Viewing Letters and Licenses

**NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.**

January 2016

Customer Friendly

Simplified Process

### What's New in MTO?

- Viewing Letters and Licenses

**Learning Series 8 edition on Viewing Letters and Licenses.**

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## Viewing Letters and Licenses:

**Letters and Licenses Information** –Users who have the Manage Business Account user role will be able to view the letters and licenses menu.

- Within the Letters and Licenses menu, you will be able to view correspondence from the Michigan Department of Treasury along with a copy of the businesses sales tax license.



**MTO IMPROVEMENT:** The sales tax license of each business can be displayed and printed under the letters and licenses menu.

1. To view letters sent from the Michigan Department of Treasury, select “Letters” under the Letters and Licenses menu.



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# Michigan Treasury Online



RIVER BEND RESTAURANT X

## RIVER BEND RESTAURANT

### Business Information

#### Legal Address

7285 PARSONS DRIVE  
DIMONDALE, MI 48821

#### FEIN

2103154

#### Access Rights

Manage Business

#### Registered Tax Types

Sales Tax, Use Tax, Withholding Tax

#### Next Return Filing Due Date

April 20, 2015 ⚠

#### Last SUW Payment

Paid \$1060 on December 21, 2015

#### Last Return Filed

Sales Tax, Use Tax, Withholding Tax  
(December 23, 2015)

### Available Actions

▶ File and Pay SUW

▶ Other Pay Options

▶ Manage Business

▼ Letters and Licenses

Letters

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Licenses



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- Any correspondence sent by the Michigan Department of Treasury to the business will be displayed under the correspondence list. To view the letter, select "View PDF."

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## Michigan Treasury Online



RIVER BEND RESTAURANT ✕

### Correspondence

You have the ability to view outgoing business correspondence (including sales tax licenses) issued from the Michigan Business Tax Division. If you have questions on any correspondence not listed on this page, contact Michigan Department of Treasury at 517-636-6925.

#### Correspondence List

Type	Date Sent	View PDF
TBOR	December 21, 2015	<a href="#">VIEW PDF</a>
MTO Manage Business Access Letter	December 21, 2015	<a href="#">VIEW PDF</a>

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#### Available Actions

[▶ Manage Business](#)[▼ Letters and Licenses](#)[Letters](#)[Licenses](#)[MTO HOME](#) | [CONTACT US](#) | [POLICIES](#)  
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- A PDF of the letter sent will be displayed. To print the letter, select the print icon on the page.

https://mtoqa.treasury.michigan.gov/micommon/miregistration/rest/corresponden...

Michigan Department of Treasury  
5126 (03-14), page 1

### Michigan Sales, Use and Withholding (SUW) Taxes Monthly/Quarterly Return Notice of Additional Tax Due

Issued under authority of Public Act 167 of 1993 and 94 of 1937, as amended.

Business Tax Section  
Michigan Department of Treasury  
P.O. Box 30427  
Lansing, MI 48909  
[www.michigan.gov/taxes](http://www.michigan.gov/taxes)

Notice Date: December 28, 2015  
Account Number: 21-03154  
Return Period: January 31, 2015  
Amount Due: \$ 1,372.87  
Refer To: Business Tax Section  
Phone: (517) 636-6925

Response is due within 30 days of the Notice Date above.  
Attach a copy of this Notice to your response.

Michigan Department of Treasury received your *Sales, Use and Withholding Taxes Monthly/Quarterly Return* (Form 5080) or your *Sales, Use and Withholding Taxes Amended Monthly/Quarterly Return* (Form 5092) filed for the Return Period identified above. We adjusted your monthly/quarterly return, which resulted in an additional Amount Due as shown above and on the enclosed *Tax, Penalty and Interest Detail*.

Review your return and, if you agree with the adjustment(s), follow the payment instructions on the last page of this Notice. If you disagree with the adjustment(s), send a letter to the address on the following page stating why you disagree and include information that supports your conclusions and a copy of this Notice.

For your reference, all payments previously received for the above Account Number are detailed below.

If you have questions, contact the Michigan Department of Treasury at the address or phone number shown at the top of this notice.

..... CURRENT PERIOD PAYMENTS.....

No payments received on this account number.

..... TAX, PENALTY AND INTEREST DETAILS.....

DESCRIPT	1 / 4	AMOUNT
Tax Due		\$ 1,060.00
Deficiency Penalty		\$ 265.00
Deficiency Interest		\$ 47.87

1. To view the business sales tax license, select “Licenses” under the Letters and Licenses menu.

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## Michigan Treasury Online

PAPER SUPPLY INC

### Business Information

Legal Address 7940 Sylvan Dr Portland, MI 48875-1929	Next Return Filing Due Date N/A
FEIN 2104354	Last SUW Payment N/A
Access Rights <a href="#">Manage Business</a>	Last Return Filed N/A
Registered Tax Types <a href="#">Sales Tax</a>	

### Available Actions

- ▶ File and Pay SUW
- ▶ Other Pay Options
- ▶ Manage Business
- ▼ Letters and Licenses
  - Letters
  - Licenses**

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2. Any correspondence sent by the Michigan Department of Treasury to the business will be displayed under the correspondence list. To view the sales tax license, select “View PDF” under the correspondence listed “Sales Tax License Correspondence.”

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## Michigan Treasury Online

PAPER SUPPLY INC

### Correspondence

You have the ability to view outgoing business correspondence (including sales tax licenses) issued from the Michigan Business Tax Division. If you have questions on any correspondence not listed on this page, contact Michigan Department of Treasury at 517-636-6925.

### Correspondence List

Type	Date Sent	View PDF
Sales Tax License Correspondence	January 4, 2016	<a href="#">VIEW PDF</a>
General Message letter Correspondence	January 4, 2016	<a href="#">VIEW PDF</a>
MTO Manage Business Access Letter	January 5, 2016	<a href="#">VIEW PDF</a>
MTO Manage Business Access Letter	January 5, 2016	<a href="#">VIEW PDF</a>

### Available Actions

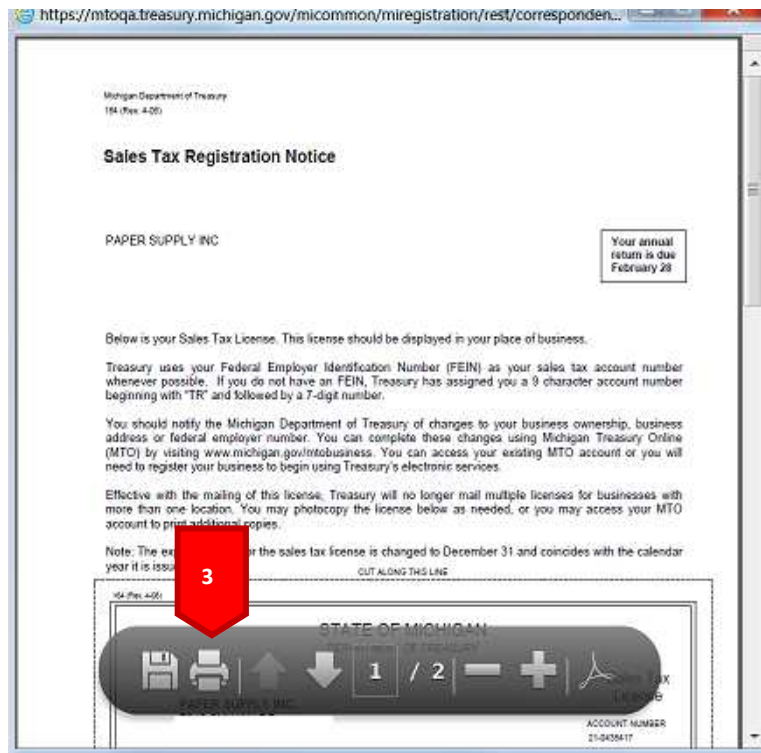
- ▶ Manage Business
- ▼ Letters and Licenses
  - Letters
  - Licenses

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3. A PDF of the sales tax license will be displayed. To print the sales tax license, select the print icon on the page.





## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).